

Travel agency checklist template

Details of the travel agency

| | | |
|--|--------------|--|
| | Name | |
| | Address | |
| | Telephone no | |
| | Fax no | |
| | E-mail | |
| | Web | |

Proprietor /company

| | | |
|--|--------------|--|
| | Name | |
| | Address | |
| | Telephone no | |
| | Fax no | |
| | E-mail | |

Managing agent/operator

| |
|---------------------------------|
| Managing agent/operator Name |
| Address |
| Telephone no |
| Fax no |
| E-mail |

Staff Details

| Name | Epf no | Destination | Period of srvice |
|------|--------|-------------|------------------|
| | | | |
| | | | |
| | | | |